

Z

684

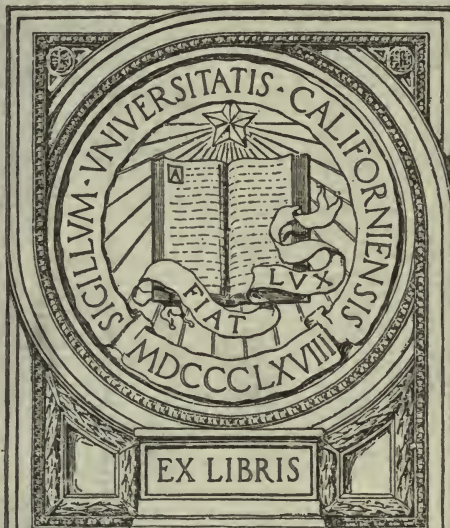
AG

UC-NRLF



\$B 99 641

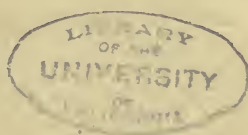
GIFT OF
Washington Public Library



EX LIBRIS

GIFT
JUL 29 1914

LABOR-SAVING DEVICES



—
A. L. A.
—

WASHINGTON, D. C.
1914



Digitized by the Internet Archive
in 2007 with funding from
Microsoft Corporation

DESCRIPTIVE CATALOG
of the
American Library Association
Exhibit of Labor-Saving Devices
and Library Equipment

*Held at the Public Library of the District of Columbia,
Washington, D. C., May 25-29, 1914*

WASHINGTON, D. C.
1914

Z684
A6

LIBRARY
SCHOOL

Committee on Library Administration

ARTHUR E. BOSTWICK

GEORGE F. BOWERMAN

JOHN S. CLEAVINGER

In Charge of Exhibit

C. SEYMOUR THOMPSON

TO THE
LIBRARY

INTRODUCTORY



IN THE report which it submitted at the Kaaterskill conference in 1913 the Committee on Library Administration made the following statement: "Very likely a few of the largest libraries utilize all available labor-saving devices to the utmost. Your committee is, however, of the opinion that the medium size and smaller libraries might reduce the cost of administration through the more general use of mechanical appliances. We recommend that at a coming meeting of the Association there be held an exhibition of all available competing labor-saving devices adapted to library use."

In accordance with this recommendation such an exhibition has been arranged in connection with the Washington conference. Every effort has been made to include in the display as many as possible of the most important types of labor-savers; to include, so far as possible, several of the best representatives of each type; to provide for the needs of small and poorly supported libraries as well as for the requirements of large institutions. In none of these particulars has it been possible to achieve the full measure of success that was desired, but the committee hopes that the result of its undertaking may be a source of sufficient profit to members of the Association to justify the very great amount of time and effort which has been expended. Very little can be gained from a hasty inspection of the exhibit. From a careful study of the assembled devices and equipment the committee believes a great deal can be gained, in knowledge of new devices and suggestion of new ideas,

which may help to lower the cost and increase the efficiency of library administration.

The committee has been so fortunate as to secure Mr. C. Seymour Thompson, Assistant Librarian of the District of Columbia Public Library, to take charge of this exhibit. Mr. Thompson has devoted arduous and intelligent endeavor to the work of making the exhibit as comprehensive and at the same time as helpfully selective as possible. Mr. Thompson has compiled the following catalog and is therefore responsible for any opinions expressed therein.

Schedule of Hours Open

Monday	2-10 p. m.
Tuesday	10 a. m.- 6 p. m.
Wednesday	10 a. m.- 6 p. m.
Thursday	10 a. m.-10 p. m.
Friday	10 a. m.- 6 p. m.

LIST OF EXHIBITORS

Addressograph Company,	Chicago, Ill.
American Multigraph Sales Co.,	Cleveland, Ohio.
Art Metal Construction Company,	Jamestown, N. Y.
Automatic Pencil Sharpener Co.,	Chicago, Ill.
Bates Manufacturing Company,	Orange, N. J.
Beck Duplicator Company,	New York City.
Bradley, Milton, Company,	Philadelphia, Pa.
Business Men's Paper Press Co.,	Wayland, Mich.
Chivers Book Binding Company,	Brooklyn, N. Y.
Clinch Clip Company,	Buffalo, N. Y.
Clipless Paper Fastener Company,	Newton, Iowa.
Columbia Graphophone Co.,	New York City.
Commercial Camera Company,	Rochester, N. Y.
Commercial Sales & Mfg. Co.,	Sandusky, Ohio.
Commercial Utilities Mfg. Co.,	New York City.
Dalton Adding Machine Co.,	Poplar Bluff, Mo.
Davol Rubber Company,	Providence, R. I.
Democrat Printing Company,	Madison, Wis.
Dick, A. B., Company,	Chicago, Ill.
Edison, Thomas A., Inc.,	Orange, N. J.
Elliott-Fisher Company,	Harrisburg, Pa.
Favor, Ruhl & Company,	New York City.
Feldmann System Mfg. Co.,	Chicago, Ill.
Felt & Tarrant Mfg. Company,	Chicago, Ill.
Forbes Stamp Company,	Grand Rapids, Mich.
Fulton Rubber Type Company,	Elizabeth, N. J.
Gaylord Brothers,	Syracuse, N. Y.
Globe-Wernicke Company,	Cincinnati, Ohio.
Goodline Manufacturing Co.,	Kent, Ohio.
Hammond Typewriter Company,	New York City.
Heidelberg Press,	Philadelphia, Pa.
Hirshberg, Herbert S.,	Cleveland, Ohio.

Howard Dustless Duster Co.,	Boston, Mass.
Ideal Moistener Company,	Findlay, Ohio.
Index Utility Company,	New York City.
Index Visible Company,	New York City.
Johnston, William G., & Company,	Pittsburgh, Pa.
Kalamazoo Loose Leaf Binder	Kalamazoo, Mich.
Company,	
Keller Manufacturing Company,	Philadelphia, Pa.
Kelley Electric Machine Co.,	Buffalo, N. Y.
Library Bureau,	Cambridge, Mass.
Matthews, James H., & Company,	Pittsburgh, Pa.
Milwaukee Sanitary Methods Co.,	Milwaukee, Wis.
Monarch Glue Company,	Cincinnati, Ohio.
Newman Manufacturing Co.,	Cincinnati, Ohio.
Peerless Moistener Company,	Chicago, Ill.
Rand Company,	N. Tonawanda, N. Y.
Rectigraph Company,	Rochester, N. Y.
Remington Typewriter Company,	New York City.
Royal Typewriter Company,	New York City.
St. Louis Multiplex Display Fix-	St. Louis, Mo.
ture Company,	
Schapirograph Company,	New York City.
Sengbusch Self - Closing Inkstand	Milwaukee, Wis.
Company,	
Smith, Charles C.,	Exeter, Nebr.
Smith, L. C., & Brothers Type-	Syracuse, N. Y.
writer Company,	
Snead & Company Iron Works,	Jersey City, N. J.
Stewart, S. A., Company,	Pittsburgh, Pa.
Tablet & Ticket Company,	New York City.
Underwood Typewriter Co.,	New York City.
United States Gum Tape Co.,	New York City.
Vacuna Sales Company,	New York City.
Veeder Manufacturing Company,	Hartford, Conn.
Victor Animatograph Company,	Davenport, Iowa.

ADDING AND CALCULATING MACHINES

Although most libraries have little need for the most expensive calculating machine equipment, designed to meet the needs of the largest business establishments, there are few libraries in which an adding machine will not yield excellent returns on the purchase price.

The DALTON ADDING MACHINE COMPANY will exhibit machines which "add, subtract, multiply, divide, figure interest, make out statements, cross foot, tabulate, etc." Among the special features of the DALTON ADDING MACHINE is a keyboard of only 10 numeral keys instead of the usual board of 81 keys. The small keyboard is an aid in acquiring speed and in the touch method of operation. The demonstration of the Dalton will include machines of moderate prices, adapted to library purposes in the bookkeeping and order departments and for general statistical work. The Dalton is one of the best known machines of the listing type, giving a record of every step in the calculation.

Among the best known of the non-listing machines, for use where it is not necessary to preserve a record of each item in the calculation, is the COMPTOMETER, made by the FELT & TARRANT MANUFACTURING COMPANY. Without levers or handle or electrical connection the Comptometer will add, multiply, subtract and divide in any sequence. The latest models, which will be demonstrated in this exhibit, are equipped with controlled key devices which "completely eliminate the possibility of error from a fumbled or misoperated key." At the sides of each key are interference guards, to prevent the operator from accidentally depressing a neighboring key.

Errors which formerly resulted from a partial depression or a partial upstroke of a key are guarded against by a device which makes it impossible in such cases to proceed until the error is rectified.

The REMINGTON TYPEWRITER COMPANY will display their TYPEWRITER ADDING MACHINE. This consists of the Remington typewriter in combination with the WAHL ADDING AND SUBTRACTING MECHANISM. The function of the Wahl mechanism on the Remington is simply to add or subtract the amounts which are written on the typewriter. "Each contributes to the work of the other; neither sacrifices anything to the other."

The UNDERWOOD STANDARD ADDING MACHINE, manufactured by JOHN UNDERWOOD & COMPANY, will be demonstrated by the company in connection with the exhibit of the UNDERWOOD TYPEWRITER COMPANY. This machine is made in seven models, with equipment adapted to many different purposes. It consists of the Underwood typewriter with adding machine attachment, and is operated either by electricity or by hand.

ADDRESSING MACHINES

Some of the ways in which the ADDRESSOGRAPH can be advantageously used in library work will be demonstrated by the ADDRESSOGRAPH COMPANY. Although the primary purpose of the Addressograph is the rapid and accurate addressing of envelopes for mailing lists of all kinds, it is well adapted also for use in making pay rolls and for purposes of accounting. It can also be made an important labor-saver in card work wherever a great many copies of each card are needed, as in making book cards for school duplicate books. The most expensive Addresso-

graph equipment would have little use in most libraries and the present exhibit will include only the models of moderate prices, best adapted to library purposes. The inexpensive hand-operated machines differ only in method and speed of operation from the more expensive equipment.

BILLING MACHINES

The adaptability of the billing machine to library use in the bookkeeping and order departments is worthy of careful consideration. The ELLIOTT-FISHER COMPANY will exhibit two of their latest models. Their STANDARD BOOK RECORDING MACHINE, or book typewriter, is designed for making records in bound books. It seems especially worth the attention of librarians who use the accession book, standard or abridged, or who have other records in book form where absolute uniformity and legibility are desired. The BILLING AND ORDER ENTRY MACHINE, for loose-leaf ledgers or card work, "writes on all sizes or thicknesses of cards and at any position on the card without soiling the card by bending it in any way. The card lies perfectly flat while the necessary entries are being made on it. This machine will also write on the tab or guide portion of index cards."

BINDING AND REPAIR MATERIALS

A BOOK BINDING KIT containing enough material to rebind from 100 to 200 books at a cost of "from one to four cents per volume" will be part of the GAYLORD BROTHERS exhibit. The method is said to be so simple that "any person can rebind books in the library with-

out previous knowledge of the bookbinder's art." Various styles of transparent adhesive paper, tape and cloth will also be exhibited, for repairing torn leaves and reinforcing broken sections or loosened leaves.

The MONARCH GLUE COMPANY will display their LIBRARY PASTE and their BOOKBINDERS' FLEXIBLE GLUE. This glue is very highly recommended by librarians who have used it and the demonstration of its use should be profitable to all who do their own binding or who have much repair work.

BOOK SUPPORTS

Various kinds of Book Supports will be shown in the exhibits of the ART METAL CONSTRUCTION COMPANY, GAYLORD BROTHERS, WILLIAM G. JOHNSTON & COMPANY, the LIBRARY BUREAU and the SNEAD & COMPANY IRON WORKS. Among the types shown are the steel upright, wire spring, and clutch supports.

BULLETIN BOARDS

The LIBRARY BUREAU will exhibit their COMBINATION DISPLAY RACK AND BULLETIN BOARD and their STANDARD BULLETIN BOARD, post style, "particularly suited for use in the delivery hall or reading rooms where the architectural arrangement precludes the use of wall bulletins."

Changeable bulletin boards are made in many styles by the NEWMAN MANUFACTURING COMPANY. The style best adapted to library use, especially for brief

notices, is the INTERCHANGEABLE TILE LETTER BRASS BULLETIN. One of these, which has been in use for a year or more in the District of Columbia Public Library, hangs at the foot of the stairs leading to the exhibition floor. The letters on this bulletin are black, on highly glazed white blocks, and are inserted by sliding them into grooves from one end of the board. The board has a locking attachment.

The TABLET & TICKET COMPANY will include in their exhibit several of their CHANGEABLE BULLETINS, showing their uses for posting titles of new books, lists of periodicals, announcements of lectures or exhibitions and similar purposes. One of these bulletins, also, hangs at the foot of the stairway to the second floor. The board is fitted with a glass door which locks, and can be attached to a wall or displayed on standards.

CARD ALPHABETIZING DEVICES

A CARD-SORTING BOARD, devised for use in the Card Section of the Library of Congress, will be shown in the exhibit of Miscellaneous Appliances. It is essentially a flight of seven steps, with treads three inches wide and risers two inches high, suspended between two uprights fastened to a base. Each step is divided into six compartments by strings extending from the top step to the bottom. Notches are cut in front of the treads to receive labels containing letters of the alphabet. A definite compartment is thus provided for each letter. The board can not be advantageously used in the final arrangement of cards but is a very useful aid in sorting a large number of cards to the second or third letter. Specifications for making the board are furnished by the Library of Congress.

CARD AND PAPER CUTTING DEVICES

One of BRADLEY'S CARD AND PAPER CUTTERS, manufactured by the MILTON BRADLEY COMPANY, will be demonstrated in the exhibit of Miscellaneous Appliances. The cutter contains a 15-inch self-lifting blade and is equipped with a ruled table and an adjustable joint. The blade is provided with an adjustable spring which holds it upraised at any desired height ready for the next cut, so that the hands of the operator are free to manipulate the paper.

The DANDY PAPER CUTTER, furnished with 8, 12 or 15 inch blade, will be included in the GAYLORD BROTHERS exhibit. "The curved blade has been designed to prevent the paper from dragging. The blades are in contact only at the cutting point and are very strong and heavy."

CATALOG AND SHELF LIST EQUIPMENT

A comprehensive line of steel cabinets, more fully described under Filing Systems, will be displayed by the ART METAL CONSTRUCTION COMPANY. These will include the cabinet for 3 x 5 size cards.

The DEMOCRAT PRINTING COMPANY will include in their exhibit the set of cataloging rules on cards compiled by Miss Helen Turvill of the University of Wisconsin Library School.

Catalog and shelf list cards and guide cards, card cabinets, and a CLOTH-COVERED TWO-TRAY CABINET will be shown in the GAYLORD BROTHERS exhibit. The Cloth Covered Cabinet is an inexpensive cabinet designed for use in small public or school libraries where

more expensive cabinets can not be afforded. "Although this cabinet is sold at a remarkably low price it is not of flimsy construction. It is well built, the case is made of trunk board covered with attractive green vellum, and the trays are of wood."

The GLOBE-WERNICKE COMPANY will exhibit a complete set of their card index supplies, including cards, guide cards and sectional cabinets of both wood and steel. Cards are finished in two grades and in four weights and many different styles. Guide cards are provided with either celluloid tips or metal label holders. Among the cards displayed will be the catalog cards with printed headings, the REMOVAL CARDS, to take the place of cards temporarily removed from the catalog, and the COMBINATION ORDER AND SHELF LIST CARDS, for use where the order and shelf list records are combined.

The INDEX UTILITY COMPANY will exhibit a CARD INDEX SEPARATOR, a device which "provides a graduated series of tabs, one for each card, by means of which the fingering is done rapidly and without danger of turning two cards together." This is a new device, which adds somewhat to the time required for filing, but in consulting the cards it "saves time and labor and positively prevents overlooking of desired card."

A specimen card catalog will be shown in the LIBRARY BUREAU exhibit, with the use of printed and celluloid guides which save the librarian the necessity of choosing the guide headings and writing them on the guides. These printed guide cards are furnished in sets varying from 500 to 5,000 in number. Various styles of cabinets will be displayed, and samples of the L. B. cards for both cataloging and shelf listing, including the cards with printed headings and cards with projecting tabs.

The most important part of the LIBRARY BUREAU exhibit will be an exhibition of the entire process of making cards, from the rag stock to the finished product. The various specimens and processes will be illustrated and labeled and photographs will be shown of the machinery used in making L. B. standard cards. The "new 500 line accession book recommended for school libraries and standardized by the New York State Board of Education" will also be exhibited.

CHARGING DESK EQUIPMENT

Book cards, book marks, posters and record forms of many kinds will be exhibited by the DEMOCRAT PRINTING COMPANY. The articles displayed by this firm are intended especially for small libraries.

GAYLORD BROTHERS will exhibit charging trays, both oak and cloth-covered, charging cards of two styles, various kinds of card pockets and reader's cards, DAILY RECORD SLIPS and a CIRCULATION RECORD BOOK. The Daily Record Slips are designed for accurate daily accounts of circulation, fines and other data. The Circulation Record Book "furnishes a concise record of all statistics which may be needed relative to circulation, pamphlet and periodical data, registration, attendance, books added, cash, etc." Monthly and yearly summaries are provided for.

The GLOBE-WERNICKE COMPANY exhibit will include book cards, application blanks, reader's cards, charging trays and guides. The guides include those designed for use in the Browne charging system. The charging trays, containing two compartments, are made of heavy tarboard covered with black cloth and lined inside with marbled paper.

The LIBRARY BUREAU will have an exhibition of various charging and registration systems, including the new AUTOMATIC INDEX. This is "an arrangement of guides used in the application trays, which reduces the amount of alphabetizing to a minimum." Their exhibit will include also the ASBURY COMBINED BOOK POCKET AND DATE DUE SLIP, the BROOKLYN FOLDING BOOK POCKET, "which saves considerable time of the desk attendant owing to the ease with which the card is inserted and removed," and a complete collection of date guides, fine guides and other accessories.

CHARGING DESKS

The LIBRARY BUREAU will exhibit their WING SHAPE CHARGING COUNTER, a new type the shape and arrangement of which "permit the attendant to perform all the work from one position without unnecessary steps. The devices within the counter are arranged to be readily accessible to the attendant, and all the various processes can be performed by a simple turn of the body without leaving the space at the center of the desk."

CLEANING AND DUSTING DEVICES

"Sanitary and economical" dusters, for dusting books, wood or metal furniture, floors, walls and ceilings, or for polishing windows and glass cases, will be exhibited by the HOWARD DUSTLESS DUSTER COMPANY. These dusters "take up all the dust as well as the fine and most injurious dirt found on the shelves and bindings, and they clean and dust without soiling. They are treated by a chemical process whereby every particle of dust sticks to

them until washed out with hot water and soap. Dust can not be shaken or beaten out, but the duster retains its chemical properties after being thoroughly washed."

There will be a demonstration of the SANTO PORTABLE ELECTRIC VACUUM CLEANER and the SANTO TWIN SUCTION CLEANER, manufactured by the KELLER MANUFACTURING COMPANY. The Twin Suction machine is a low-priced cleaner which should be especially interesting to librarians of small libraries where expensive vacuum cleaning equipment is not needed or can not be afforded.

The KELLEY ELECTRIC MACHINE COMPANY will demonstrate the KELLEY FLOOR MACHINE. This is equipped with interchangeable attachments which make it serviceable for many different purposes, for cleaning and polishing floors of any kind or for cleaning linoleum, cork and rubber tile. "The adoption of this device means not only minimizing the cost of cleaning but surfaces will be found more uniform than by hand work."

The MILWAUKEE SANITARY METHODS COMPANY will have on exhibition their DUSTLESS BRUSHES, which "combine the work of a sweeping brush, a dust mop and a moistened cloth." Their distinctive feature is a cleaning fluid and a "steel fluid chamber from which the cleaning fluid filters down through absorbent tufts, drawn through little brass tubes which are soldered to a metal bottom, making an absolutely air-tight reservoir."

The VACUNA SALES COMPANY will demonstrate the VACUNA PORTABLE TURBINE VACUUM CLEANER, which "creates its suction by an entirely new principle as applied to air, the famous principle of the steam turbine. This enables the Vacuna to maintain a constant suction or

vacuum under any and all working conditions." The JUNIOR MODEL VACUNA, a low priced cleaner but "a duplicate in all but size of the larger model," will also be demonstrated. Special attention will be given to the adaptability of these cleaners to cleaning books. The same company will demonstrate the UTILITY FLOOR MACHINE, designed for polishing, waxing, scrubbing and grinding all types of floors. It can also be used for cleaning linoleum and for surfacing off the tops of desks and tables.

COUNTERS

AUTOMATIC COUNTERS, manufactured by the VEE-
DER MANUFACTURING COMPANY, will be demonstrated in the section of Miscellaneous Appliances. Two of the No. 9 HAND TALLY COUNTERS, used for taking records of attendance, will be shown and six of the No. 8 TELEPHONE COUNTERS. A demonstration will be made of the use of these as an important labor-saver in the daily recording of circulation statistics by classes. Librarians who use them for this purpose report that they find them extremely useful.

DATE HOLDERS

In the Miscellaneous Appliances section three styles of date holders will be shown, the RING DATE HOLDER manufactured by the FORBES STAMP COMPANY, the LIBRARY DATE HOLDER made by JAMES H. MATTHEWS & COMPANY, and a holder designed at the suggestion of Mr. George W. Rankin, Librarian of the Fall River Public Library. The distinctive feature

of the Ring Date Holder is the ring, attached to the holder near the dating end. The purpose of this ring is to give strength to the holder, making it fit closely to the pencil, and to give firmness in stamping. The Library Date Holder of JAMES H. MATTHEWS & COMPANY, designed to "combine rapid dating and writing with no lost motions," has the dating end of the holder slightly bent so that the dater can be attached to the writing end of the pencil. The holder designed to meet Mr. Rankin's suggestions is "a small, compact stamp so strongly constructed that it will sustain, without weakening, the many hundreds of daily impressions necessary in a large library, and so simple in construction that the shifting of dates can be quickly done without soiling the hands."

DESKS AND TABLES

The ART METAL CONSTRUCTION COMPANY will exhibit their steel desks in various styles and finished in plain colors or "hand-grained in perfect imitation of mahogany or any other wood." These desks are equipped "with many filing conveniences which enable the user to file important letters and card records close at hand, thus keeping the desk top clean."

DICTATION MACHINES

Both the DICTAPHONE, manufactured by the COLUMBIA GRAPHOPHONE COMPANY, and the EDISON DICTATING MACHINE, manufactured by THOMAS A. EDISON (Inc.), will be demonstrated, and are recommended to the consideration of all librarians who employ one or more stenographers.

The President's Commission on Economy and Efficiency made exhaustive tests of the use of dictation machines. Their conclusions were stated in a report of the Committee, from which the following extracts are taken: "The dictation machine saves the time not only of the stenographer but of the dictator.—It increases his efficiency and gives him concentration and independence of action.—To save the time of the person who directs others is of prime importance, and when the dictation machine accomplishes this and at the same time economizes the time of the transcriber, it becomes valuable as a piece of office machinery." The Commission found that there is likely to be some prejudice on the part of stenographers against the dictation machine, but that this prejudice usually disappears after a fair trial. Some of the largest railroad systems in the United States are said to have found that by the use of the dictation machine they could reduce the cost of producing letters by over 50 per cent.

DRAWER PARTITIONS

Not every librarian can afford a desk specially planned to meet his requirements, but the usual partitions in desk drawers are very often poorly adapted to one's requirements. In the GAYLORD BROTHERS exhibit sets of WIRE DRAWER PARTITIONS will be shown, which are adjusted by screwing them down into the drawer wherever desired. The drawer may therefore be easily divided into large or small divisions. These partitions are made in three sizes, $1\frac{1}{2}$, 2, and $2\frac{3}{4}$ inches in height. In the exhibit of Miscellaneous Appliances will be shown the GOODLINE DRAWER DIVISION FASTENERS, made for the same purpose by the GOODLINE MANUFACTURING

COMPANY. These are made from spring steel and are easily attached to the desk drawer, making it possible to adjust partitions at any position.

DUPLICATING AND MANIFOLDING MACHINES

The exhibit will include two of the best known devices, the Beck Champion Duplicator and the Schapirograph, for duplication in small quantities. The CHAMPION DUPLICATOR, manufactured by the BECK DUPLICATOR COMPANY, and the SCHAPIROGRAPH, made by the SCHAPIROGRAPH COMPANY, are very similar in price, purpose, and method of operation. With them it is possible to obtain at a low cost from 5 to 25 or 50 copies of either handwritten or typewritten matter. The essential feature of each is a duplicating film on which the original is placed, face down, in order to produce a negative. Facsimile copies are then produced by placing paper or card on the negative and passing a roller over it once. The duplicating film absorbs the ink and therefore does not require washing, and the same part of the film can be used again. Neither of these devices is designed for the production of more than 50 or 100 copies. Within these limits they can be used to good advantage in libraries which can not afford the more expensive equipment for producing hundreds or thousands of copies. In large libraries they may be serviceable for inter-departmental communications or for duplicating lists, circular letters, or any work where only 5 or 10 copies are wanted.

The demonstration of the Mimeograph and the Multi-graph (probably the best known, respectively, of the stencil machines and the typesetting machines) will give opportunity for a valuable comparison of the methods of

operation and the capabilities of the two machines for circular letters, forms and card work.

The EDISON ROTARY MIMEOGRAPH is manufactured by the A. B. DICK COMPANY in four sizes and is thus adapted to a large variety of uses. In addition to these four models the flat-bed mimeograph will be demonstrated. The success of any stencil machine depends to a great extent on the quality of the stencil sheet, and one of the special features of the Mimeograph is the new DERMA-TYPE stencil paper, "which can not be injured in handling, is not affected by heat or cold, and will yield thousands of copies from an original writing." The more expensive models of the Rotary Mimeograph are equipped with electric drive, automatic feed and automatic inking attachment. A speed of from 50 to 60 copies per minute is recommended "as sufficient for ordinary requirements and productive of the best quality of work."

The MULTIGRAPH is manufactured by the AMERICAN MULTIGRAPH SALES COMPANY. Instead of facsimile work it produces work which is "actually typewritten by means of typewriter type, through a typewriter ribbon, striking a rubber cylinder similar to the typewriter platen. The only difference is that instead of slowly pounding out a form letter, one character at a time, the Multigraph typewrites the whole letter by one quick turn of a drum, and typewrites as many letters in an hour as a stenographer would in a month." The typesetting principle makes possible excellent results by the use of various fonts of type. On the latest models, with the full equipment of electric drive, electrotypes for form work, automatic feed and printing-ink attachment, results can be obtained which rival the printing press.

The UNDERWOOD REVOLVING DUPLICATOR, made by

the UNDERWOOD TYPEWRITER COMPANY, is a stencil machine, equipped for either autographic or type-written work. One of its special features is an "equilibrator pressure bar" which "causes the pressure roller to exert an even pressure on all parts of the stencil and assures an even distribution of ink while the copy is being printed." This machine will be demonstrated in connection with the exhibit of the UNDERWOOD TYPEWRITER COMPANY. It "can average about 1,000 copies from each stencil and its speed is only limited by the ability of the operator to push the paper up to the feeding point." The Duplicator is highly recommended by those who have used it, and the demonstration of it should be of much interest.

EXHIBITION FRAMES

The ST. LOUIS MULTIPLEX DISPLAY FIXTURE COMPANY manufacture a WING FRAME device which is very well adapted to use in libraries for displaying small art exhibits, picture bulletins, maps or anything else which is to be placed on exhibition. These frames are made at moderate prices in many styles, four of which will be shown in this exhibit. One style will be used in connection with the Bureau of Education school library exhibit in a small room at the east end of the building. Just outside this room will be three other frames. On one will be the exhibit of advertising material prepared by Mr. Charles E. Rush. On another will be a display of maps, showing the use of the frame for this purpose. A third style will be used for the display of pamphlets as a part of the Bureau of Education exhibit. In the room directly opposite the school library exhibit will be a larger frame

showing the adaptability of the device to miscellaneous collections of pictures and bulletins. A representative of the company will be in attendance to explain the frames and give information concerning them. Among the latest wings are some which furnish glass protection for permanent displays.

FILING CABINETS

An important part of the ART METAL CONSTRUCTION COMPANY exhibit will be their new VERTICAL PLANFILE, designed for the safe and convenient filing of important drawings, plans, pictures or maps. It is made in four sizes, with either single or double wall construction, and with or without a lock. A convenient drawing or reference board can be easily attached. The file is compactly built and occupies but little floor space. Steel cases of many kinds will also be exhibited, for vertical filing systems and for card files of all standard sizes.

The GLOBE-WERNICKE COMPANY will exhibit a comprehensive collection of vertical files designed for clippings, letters and photographs. Cabinets are made for vertical filing in both upright and horizontal sections, and of either wood or steel. The steel cases are finished in dull olive green or in hand-grained enamels to match woodwork of any kind. The files "slide on two sets of roller-bearings. One set is underneath the shelf which supports the file, and another set immediately beneath the file itself, thereby reducing all friction to a minimum. The follower block, which holds the contents of the file in an upright position, glides easily but grips firmly."

The LIBRARY BUREAU will exhibit vertical file units containing the three standard systems of filing, the

numeric, the alphabetic and the automatic. "The numeric system for correspondence and subject filing permits the greatest amount of cross references. The new Library Bureau direct alphabetic file, designed for the filing of trade catalogs, book lists, documents, society publications, programs, clippings and leaflets as well as correspondence, includes the use of the new L. B. TAB CUT BINDER FOLDER for the filing of clippings. The automatic filing system is based on a new principle of direct filing without the use of a separate index, arranged alphabetically with a combination of numbers to prevent mis-filing and to aid in re-filing."

FINE COMPUTERS

A LIBRARY FINE COMPUTER, invented and patented by Mr. H. S. Hirshberg, Reference Librarian of the Cleveland Public Library, shows at a glance the amount of fine on any book from one to thirty days overdue. A scale of fines, from two to sixty cents, is arranged in a vertical column reading down. At one side of this is a movable calendar printed similarly to the fine scale and with the latest date at the top. The calendar is wound on reels from top to bottom, thirty-one days showing at one time. The calendar is set each day so that the current date appears at the top. Thus, on May 28 the date May 27 lies opposite the scale showing two cents, May 26 is opposite four cents, and so on down the column. It is thus necessary when an overdue book is returned merely to find the date on the dating slip, then find the same date on the calendar, and the amount of fine shows opposite this date. Variations in practice in different libraries are provided for by omitting from the calendar days for which no fine is

charged and by using different fine scales. The calendar and scale are protected from dust by a transparent celluloid face. This Fine Computer will be shown in the exhibit of Miscellaneous Appliances.

FINGER PADS

The DAVOL RUBBER COMPANY are the manufacturers of the MARSH RUBBER FINGER PAD, a device which will be found extremely useful by all who have much counting and sorting to do, in alphabetizing cards or in any work where it is necessary to spend much time in consultation of the catalog. The use of this finger pad is an aid in rapid handling of the cards and in keeping them clean. These pads, in all different sizes, will be demonstrated in the section of Miscellaneous Appliances.

FOLDING MACHINES

The MULTIGRAPH LETTER FOLDING MACHINE, manufactured by the AMERICAN MULTIGRAPH SALES COMPANY, will be demonstrated in connection with the exhibition of the Multigraph. This machine, electrically driven and self-fed, "will make one, two or three folds in a sheet as large as $8\frac{1}{2}$ x 11 inches, and will count and deliver the finished pieces at the rate of 5,000 or more an hour."

GUIDE CARDS

In the exhibit of Miscellaneous Appliances will be a display of the ALL-METAL GUIDE CARDS and of the METAL TIP PRESSBOARD GUIDES manufactured by the GOOD-

LINE MANUFACTURING COMPANY. These guides are furnished in four sizes, letter size, bill size, 3 x 5, and check size. The All-Metal guides are manufactured from enameled steel and hence do not become soiled or broken. Samples will be sent by the manufacturers to any one who is interested.

Guide cards for catalogs, shelf lists, charging trays and vertical files will be shown by GAYLORD BROTHERS, the GLOBE-WERNICKE COMPANY, and the LIBRARY BUREAU.

INDEX GUIDES

SMITH'S ENAMELED STEEL SIGNALS, manufactured by CHARLES C. SMITH, are a device made in different styles for follow-up systems of many kinds, or for index guides to loose-leaf or bound book records. Their most important use in library work is as guides in card indexes or vertical files and for follow-up systems such as are needed for outstanding book orders and for the periodical check list. The exhibit of Miscellaneous Appliances will include a display of these guides with a demonstration of their use for different purposes.

INDEXING DEVICES

It would be extremely hazardous to predict that the standard size card would ever be forced to give over to any other indexing device any of the ground it has gained as an essential feature of library equipment. There seem to be, however, very good possibilities that the visible indexing devices manufactured by the INDEX VISIBLE COMPANY and by the RAND COMPANY may come

to fill an important place in library equipment, supplementing the card index. Many large business offices have recognized the importance of these devices, enabling them to index long lists of names in very small space in such a way that any name on the lists can be quickly and conveniently found. Both the INDEX VISIBLE and the RAND VISIBLE INDEX are made in many sizes and styles, adapted to so many purposes that they seem to give good promise of satisfactory adaptation to library purposes. Representatives of the two companies will make an interesting demonstration of the uses of their indexes and of the large variety of styles in which they can be obtained. They will be glad to talk with all librarians concerning the adaptability of their devices to library work.

INKSTANDS

The SELF-CLOSING INKSTAND, manufactured by the SENGBUSCH SELF-CLOSING INKSTAND COMPANY, will be shown in the section of Miscellaneous Appliances. The display will consist of inkstands of three styles, with two bases, one of oak and one of mahogany, for accommodating two inkstands and one sponge cup each. The advantage of this inkstand is that the opening of the well closes air-tight after every dip of the pen. This prevents the ink from evaporating and also keeps the inkwell free from dust and dirt. The well is so constructed that the ink does not spurt out and a uniform dip of the pen is rendered automatic. The many different models made by the company have the same essential features and differ only in the style and shape of the stand and the size. The general opinion of those who have used this device seems to be that the manufacturers are fully justified in

their assertions of "utility, durability, cleanliness and economy."

LABELS AND LABEL HOLDERS

The GAYLORD BROTHERS exhibit will include a collection of gummed labels, both paper and cloth, including the "7 day book" label, and also their shelf label holders for use on wooden shelves. These holders are furnished in two sizes, in either brass or nickel finish.

In the LIBRARY BUREAU exhibit, in addition to gummed labels of various sizes and styles, the printed shelf labels will be shown. These are printed on small cards, made to fit movable shelf label holders. They include cards printed with the headings of the Decimal Classification and a list of 71 miscellaneous headings. A label for use on dummies will also be shown. Movable label holders are supplied for wood and metal shelves.

The gummed letters furnished by the TABLET & TICKET COMPANY, more fully described under Sign-Making Devices, may also be used in labeling shelves and books.

LIBRARY METHODS EXHIBIT

In the section of Miscellaneous Appliances will be displayed several small devices and descriptions of interesting methods contributed by various librarians. These include the following: From the Brooklyn Institute of Arts and Sciences, photographs and description of periodical shelving specially designed to meet special needs; from the Cleveland Public Library, a Book End Block for labeling small special exhibits of books, a dummy for taking the

place on the shelves of a reserved book, and a spring pencil holder for use on public catalogs; from the Pawtucket Public Library, photographs and blue prints of a special design for magazine shelving; from the Pratt Institute Free Library, "banners" for use instead of the usual form of dummies; from the Princeton University Library, a comprehensive exhibit including time-saving printed forms, pamphlet boxes and folders, binding dummies for periodicals, foot-square boxes for transportation of books, and various devices for saving of time in cataloging work; from the St. Louis Public Library, a chute for arranging book cards and a special use of dummies; from the Seattle Public Library, some very interesting signs; from the University of Illinois Library, some follow-up systems for periodical check lists and book order records; from the 23rd Street Branch Y. M. C. A., New York, catalog cards with headings printed on a hand printing press. There is also an interesting collection of helpful forms for different purposes.

LOOSE-LEAF DEVICES

The possible applications of the loose-leaf system are so numerous and so well known that it may seem superfluous to mention any of them. It may be interesting, however, to note that some libraries have found it more convenient and economical to use a specially designed loose-leaf registration book instead of the usual form.

The DEMOCRAT PRINTING COMPANY will display loose-leaf record books as an important part of their exhibit. Other styles of loose-leaf books will be shown by WILLIAM G. JOHNSTON & COMPANY.

The KALAMAZOO LOOSE LEAF BINDER

COMPANY will display samples of their loose-leaf devices, which are made in several styles designed for different purposes. The binders are equipped with an expansion device which "enables them to hold firmly from one sheet to one thousand or more, without any change in mechanism." Special models of light binders will be included in their display.

MAGAZINE AND PAMPHLET BINDERS

The exhibit of Miscellaneous Appliances will include magazine binders made by the CHIVERS BOOK BINDING COMPANY, the FELDMANN SYSTEM MANUFACTURING COMPANY, the HEIDELBERG PRESS and the S. A. STEWART COMPANY.

The CHIVERS BOOK BINDING COMPANY have sent samples, in three styles of binding, of CHIVERS' NEW MAGAZINE CASE. The backs of this case are of Niger Morocco or pigskin and the sides are of Chivers' patent Durabline. The cases are washable both inside and outside. The fastening device consists of a cord which is passed through holes in the back of the case and through projecting ends of brass shafts, and then tied.

FELDMANN'S PERFECTED BOOK HOLDER is manufactured by the FELDMANN SYSTEM MANUFACTURING COMPANY. The magazine is inserted in or removed from the binder by releasing a rod which passes through the back of the holder. The magazine, when inserted, is held in place by passing the rod through the center of the magazine and fastening it in the slot.

The HEIDELBERG PRESS have sent samples of the HEIDELBERG MAGAZINE HOLDER, formerly known as the A. L. B. BINDER. The mechanical device by which

the magazine is inserted in this binder is designed to be intricate enough to guard against theft. Pushing with the key through the hole in one end locks the binder and pushing in the other end unlocks it.

The S. A. STEWART COMPANY have sent ten BALDWIN MAGAZINE HOLDERS, on which the fastening device consists of a hinged spring at each end of the holder. When the magazine is to be inserted these springs are pulled out and bent back on the hinges. The magazine is opened at the center and the springs pushed back into the opening to hold the magazine in place.

WILLIAM G. JOHNSTON & COMPANY will have in their exhibit samples of their LIBRARY MAGAZINE HOLDER, the KEYLESS LOCK BINDER and their PERMANENT MAGAZINE BINDER for holding magazines which are not bound or preserving volumes complete until ready for binding. The Keyless Lock Binder contains two rods, hinged on a metal bar at the top, with the other end dropping upon another bar at the bottom. These rods "make it impossible to remove the magazine without unlocking the binder" but any one who is acquainted with the device can open it without a key or other instrument.

GAYLORD BROTHERS will exhibit the BULL DOG BINDER, which "holds the magazine firmly, but without mutilation, between two pairs of jaws." The magazine is securely locked in the binder and can not be removed by any one except the keyholder. Various other binders for magazines, government documents or pamphlets, will also be shown. The PAMPHLET BINDER, an inexpensive permanent binder for any limp-covered publications, is made in three styles of covers, Photomount, Pressboard and Lithomount. The pamphlet or magazine is bound by moistening the two gummed surfaces of the binding strip

and inserting in the covers. The MARBLED MULTI-BINDER is designed for holding several copies of magazines or pamphlets, holding them by cord or lace inserted through holes made in them and through eyelets in the binder covers. CLIPPING HOLDERS will be shown for keeping clippings in an orderly manner. These holders may be placed upright on a shelf or in a filing cabinet.

The L. B. ROD BINDER will be a part of the LIBRARY BUREAU exhibit.

MOISTENING DEVICES

Three devices for moistening envelopes, postage stamps and gummed labels will be demonstrated in the Miscellaneous Appliances section. These are the Acme Sealer, made by the COMMERCIAL SALES & MANUFACTURING COMPANY, the Ideal Sanitary Moistener, manufactured by the IDEAL MOISTENER COMPANY, and the Peerless Moistener, made by the PEERLESS MOISTENER COMPANY.

The ACME SEALER consists of a metal tube, partially filled with water, at one end of which is an opening through which passes a small piece of heavy felt. The water inside the tube keeps the felt moist, and an air-valve control keeps the water from leaking.

The IDEAL SANITARY MOISTENER consists of a reservoir and a rotating cylinder, both made of glazed porcelain. The reservoir is kept partially filled with water and the cylinder is so fixed that one portion of it is immersed in the water. The rotation of the cylinder brings up the moistened surface with a thin film of water just sufficient for moistening the envelope or stamp.

The **PEERLESS MOISTENER** consists of a small metal receptacle which is kept partially filled with water. In the receptacle is a metal bridge, over which is passed a piece of felt, one end of which rests in the water. A perforated metal top rests lightly on the felt. When the envelope, stamp or label is passed over this surface the moisture is drawn through the perforation.

GAYLORD BROTHERS will exhibit their **FELT MOISTENER**, which consists of a felt roller wound on a brass spindle.

"**THE ONLY**" **SANITARY MOISTENER** will be included in the exhibit of the **TABLET & TICKET COMPANY**.

NEWSPAPER FILES

No special effort has been made to secure for the exhibit a complete collection of newspaper files. Files of various kinds will be shown, however, in the exhibits of **GAYLORD BROTHERS**, the **GLOBE-WERNICKE COMPANY**, and **WILLIAM G. JOHNSTON & COMPANY**.

NUMBERING AND DATING STAMPS

The **BATES MANUFACTURING COMPANY** will exhibit many styles of numbering and dating machines, including the **BATES THREE MOVEMENT NUMBERING MACHINE**; the **BATES SEVEN MOVEMENT NUMBERING MACHINE**; the **BATES LINE DATER**, and the **WIZARD NUMBERING MACHINE**. A number of machines built to meet special requirements will also be exhibited, such as machines arranged on a platform, combined numbering and dating machines, and machines with letter wheels.

The CROWN NUMBERING STAMP, for 'stamping registration or accession numbers, will be shown in the GAYLORD BROTHERS exhibit. This inexpensive stamp is made in two sizes, with four or six bands. Several other styles of dating and numbering stamps will also be shown by GAYLORD BROTHERS and by the FULTON RUBBER TYPE COMPANY.

PAPER-FASTENING DEVICES

A satisfactory method of fastening papers together is a necessity for efficiency in filing correspondence and in general clerical work. Two styles of paper clips, the WEIS and the GEM, will be shown by GAYLORD BROTHERS, who will also exhibit their WIRE STAPLER for fastening pamphlets or magazines in any style of binder where gummed strips are used for holding the contents in place. The CLINCH CLIP, made by the CLINCH CLIP COMPANY, will be displayed in the exhibit of Miscellaneous Appliances.

Although the use of clips could probably not be entirely dispensed with, it is often desirable to have some device which will hold papers more securely together. Two very satisfactory devices for this purpose will be demonstrated among the Miscellaneous Appliances. These are the HING-FAST device, for holding two papers together, made by the CLINCH CLIP COMPANY, and the CLIPLESS PAPER FASTENER, for fastening together from two to ten sheets, made by the CLIPLESS PAPER FASTENER COMPANY. The Hing-Fast consists of a small piece of very strong paper or of cloth, gummed on one side. By moistening the gummed surface and attaching half of the Hing-Fast to each sheet the two sheets are firmly fastened

together. This device is often useful in sending an enclosure in a letter, and eliminates to a considerable extent the use of clips in the files. The Clipless Paper Fastener is made in two styles, a stand machine which is operated like a perforator or embossing stamp, and a hand machine, operated like a punch. It cuts a hinged tongue from the paper and bends it back in such a way that the papers are securely fastened. It entirely eliminates the use of clips.

PAPER PRESSES

If the library equipment includes a paper press a great amount of waste-basket material which would otherwise be thrown away can be readily sold. Old magazines, newspapers or books which are to be torn up and sold can be quickly compressed and baled. In this form they can be conveniently handled and temporarily stored in a small space. The BUSINESS MEN'S PAPER PRESS COMPANY manufacture a baler in five sizes, at very moderate prices. Circulars concerning these presses can be obtained in the Miscellaneous Appliances section and one of the presses, which has been used for two years or more in the District of Columbia Public Library, will be demonstrated on request. Requests for a demonstration should be made to the guard on duty on the exhibition floor.

PASTING MACHINES

The UNITED STATES GUM TAPE COMPANY are the manufacturers of the UNIVERSAL PASTING MACHINE, which is made in two sizes adapted to labels or sheets of different widths. One of these machines, which is in use in the District of Columbia Public Library, will

be demonstrated among the Miscellaneous Appliances, and is worth very careful attention. The machine is easily kept in good condition provided it receives daily a very small amount of care in order to keep it clean. Throughout the day it is ready for immediate use, whether for one label or a thousand, and whether for small book plates or for larger dating slips and book pockets. The work of the paste room can be done with this machine much more quickly and cleanly than in the ordinary way of pasting by hand and brush. The machine spreads the paste evenly on the label and keeps the upper surface clean. In preparing for circulation a large number of new books the machine can be very conveniently and quickly used by two persons working together, one operating the machine and the other inserting the labels in the books.

PENCIL SHARPENERS

A good pencil sharpener, obtainable at low cost and capable of saving both time and lead, is an important addition to the office equipment of a library, either for individual desk use or for heavier, more general use. A great variety of sharpeners are on the market, some of them much inferior to others. It is believed that the sharpeners shown in the exhibit are among the best, and that any of them, with reasonable care, should be found satisfactory. The AUTOMATIC PENCIL SHARPENER COMPANY are represented by three sharpeners, the U. S. AUTOMATIC, the DEXTER and the CLIMAX No. 2. FAVOR, RUHL & COMPANY are represented by the JUPITER "N." All of these may be seen and will be demonstrated in the Miscellaneous Appliances section.

PHOTOGRAPHIC COPYING MACHINES

The COMMERCIAL CAMERA COMPANY will give a demonstration of the PHOTOSTAT, and the RECTIGRAPH COMPANY will demonstrate the RECTIGRAPH to all who are interested in methods of making facsimile photographic copies of papers, newspaper articles, extracts from books, drawings or maps. In the last few years there has been steadily increasing recognition of the importance of such devices. Ordinary photographic apparatus is not satisfactory, and these machines have come to fill a very important place in many commercial offices, and librarians who have used them are enthusiastic in their approval of them. We are extremely fortunate in being able to present both the Photostat and the Rectigraph in this exhibit. The demonstrations of them will be of great value to all who desire to compare the two machines or to learn more of their adaptability to library purposes.

RUBBER TYPE

The FULTON RUBBER TYPE COMPANY will display a comprehensive collection of movable rubber type, self-inking stamp pads, sign-markers and several varieties of dating stamps. Full information and description concerning the many different styles of rubber type and stamp specialties is given in the catalog of the company, which may be obtained from the representative of the company at the exhibit.

SEALING MACHINES

Although there are probably not a great many libraries where a sealing machine is needed, the AMERICAN

MULTIGRAPH SALES COMPANY will demonstrate to all who are interested their MARKOE ELECTRIC ENVELOPE SEALER, designed for use where the daily outgoing mail is very heavy or where a very large amount of circularizing is done.

SIGN-MAKING DEVICES

The FULTON RUBBER TYPE COMPANY will exhibit the FULTON SIGN AND PRICE MARKERS, designed for making signs, labels and announcements quickly and inexpensively. These markers consist of separate rubber stamps for each character which, when used with the ruling and spacing guide, print the signs plainly and evenly.

The TABLET & TICKET COMPANY will demonstrate the uses of WILLSON'S GUMMED PAPER LETTERS AND FIGURES. These are made of highly finished enameled waterproof paper, either white, black or red, and are heavily gummed. They are used for labeling books, making signs, and lettering stacks, shelving, catalog drawers or filing cases. The lettering for shelves can be placed on cards for insertion in label-holders, or attached directly to the shelves.

STACKS AND SHELVING

The ART METAL CONSTRUCTION COMPANY will exhibit a two-story stack of STANDARD construction, complete with stairway and gallery floor, and a one-story stack of the BRACKET construction. The Standard construction is recommended by the company as the one best suited to all conditions; the Bracket stack is a lighter form of shelving designed to meet the wants of

special cases. The Standard is constructed with solid ends. Floors are of glass, marble or iron, supported on steel framing.

The GLOBE-WERNICKE COMPANY will demonstrate their sectional book-cases as adapted to library use.

The LIBRARY BUREAU will exhibit samples of their UNIT WOOD BOOK SHELVING, showing the various magazine racks, newspaper files and bulletin boards which can be incorporated in the shelving, and also their steel stack equipment, both the BRACKET type and the SLOTTED UPRIGHT type. The Bracket type is recommended, in general, "where economy, consistent with strength and durability, is a consideration." Each of these styles, however, has certain advantages, as fully set forth in the LIBRARY BUREAU general catalog.

The exhibit of the SNEAD & COMPANY IRON WORKS will display models of the SNEAD STANDARD STACK construction with OPEN BAR SHELVES and Snead stack accessories, including portable book ledges and back stops. A special feature is the Widener Library stack model with wide bottom fixed shelf, wide and narrow adjustable shelves and protected deck slit. A SNEAD TUBULAR STEEL BRACKET STACK model will also be shown. Photographs on the walls and in albums illustrate the Library of Congress, New York Public Library, Widener Library and other Snead Stack installations, as well as metal and glass museum cases, steel storage shelving and special fittings built to order. Further information is contained in their souvenir booklet.

STEREOPTICONS

In the Assistant Librarian's office on the main floor of the Library, directly opposite the Picture Collection, dem-

onstrations will be given of the VICTOR PORTABLE STEREOPTICON, made by the VICTOR ANIMATOGRAPH COMPANY. This is a machine which is recommended as especially adapted to library purposes. It is simple and economical, easily portable, and does not require an expert to operate it. Librarians who have used it are extremely well pleased with it. Demonstrations of the Victor will be given at the following hours: On Tuesday, Wednesday and Friday at 10 a. m. and at 12, 2 and 4 p. m., and on Thursday at 10 a. m. and 12, 2, 4, 7 and 9 p. m. In the demonstrations a large number of slides furnished by the company will be shown and also some slides loaned from the St. Joseph Public Library by Mr. Charles E. Rush. These slides will illustrate in a very interesting way the uses of the stereopticon for calling attention to the work of the library in lectures to outside organizations.

TIME STAMPS

The COMMERCIAL UTILITIES MANUFACTURING COMPANY have sent for the exhibit one of their time stamps. This, with the master clock which controls it, will be displayed in the exhibit of Miscellaneous Appliances. The use of the time stamp in libraries is for recording the exact time mail is received or for recording on call slips the exact time, to the hour and minute, when requests for books are handed in at the desk. In order to avoid concussion on the clock mechanism the COMMERCIAL TIME STAMP is operated by electricity from a master clock. This clock may be purchased at various prices, or the time stamp can be controlled from any satisfactory clock. The stamp requires no winding, and the only attention it needs is to be set once each month. A time recording stamp of

this nature is very useful in a library where there is a large amount of mail or where a great many requests for books are made at the desk every day.

TYPEWRITERS

"The important things to know about a typewriter are, first, whether it is durable; second, whether its action is such as to produce the maximum speed without tiring the operator too much; third, how to keep it in perfect condition" (Schulze, The American Office). To these, librarians will add a fourth, whether it is well adapted to card work. Although the typewriter is the oldest and most widely known library labor-saver, there will be a great deal of value in the demonstrations of the Hammond, Remington, Royal, L. C. Smith and Underwood machines.

The HAMMOND TYPEWRITER COMPANY will exhibit three models: the standard ten-inch carriage MULTIPLEX MODEL with the Ideal or circular keyboard, the same model with the standard Universal keyboard, and a REVERSIBLE CARRIAGE MACHINE "which writes both in the oriental and in the occidental languages by the shifting of two levers, and on which the carriage runs in either direction at the will of the operator. It requires but ten seconds to remove the shuttle and insert one writing another language." Cards are inserted so that they may be written on without bending them. One or two wide-carriage machines will also be shown. Among the special features of the Hammond are "uniform impression, regardless of how the keys are struck, interchangeable type system whereby thirty-five languages can be written on one machine, and ease of operation."

The exhibit of the REMINGTON TYPEWRITER

COMPANY will include their MODEL 10, designed for correspondence and all ordinary writing, and MODEL 11 for billing and tabulating as well as for ordinary uses. Model 10 is equipped with the COLUMN SELECTOR, which "enables the operator to bring the carriage instantly to any one of five different writing points on the paper" and on Model 11 the BUILT-IN DECIMAL TABULATOR moves the carriage instantly "not merely from one column to another but to the exact writing point in any column." The MONARCH ("Light Touch") machine and the SMITH PREMIER ("a key for every character") will also be shown in the Remington exhibit. For a note on the Remington Typewriter Adding Machine see Adding and Calculating Machines.

The ROYAL TYPEWRITER COMPANY will be represented with their MASTER MODEL No. 10, which is "built to handle with equal facility and without an additional attachment, cards, correspondence and billing." Features of the Royal to which the manufacturers call special attention are the roller trip escapement, designed to eliminate friction; the accelerating typebar movement for increasing speed, and the new adjustable touch, which "make the Royal an exceedingly rapid and light-running machine, on which a maximum amount of work may be done with the minimum effort."

The L. C. SMITH & BROTHERS TYPEWRITER COMPANY will exhibit several of their latest models. They call attention to the "ballbearing-longwearing" feature of their machines, ballbearings being used at the three most important wearing points, the typebar, the carriage and the capital shift. "This combines durability with ease of operation." Their MODEL 5 has replaced MODEL 2 as the standard model for correspondence and general card

work. MODEL 3 and MODEL 6, with a wider carriage, are used for general work and also for loose-leaf book-keeping and condensed billing. A feature of every L. C. Smith machine is an inbuilt tabulating and billing device by which "tabulating is made much more rapid and condensed billing is simplified to a wonderful extent."

The UNDERWOOD TYPEWRITER COMPANY will demonstrate their MODELS 4 and 5, for regular correspondence, MODEL 3 for statistical statements and billing work, and other machines designed for special purposes, including the CARD WRITING MACHINE. This is the regular Model 4 or 5 equipped with an auxiliary feed roll and two small pressure tabs which keep the cards in position against the platen. Special stress is laid by the company on the simplicity of the mechanism of the Underwood machine and the resultant speed and ease of operation. The Underwood Revolving Duplicator and the Underwood Adding Machine, which are described under Duplicating and Manifolded Machines and under Adding and Calculating Machines, will also be demonstrated in connection with the Underwood typewriter.

UNIV. OF
CALIFORNIA

DAY OF
CALIFORNIA

THIS BOOK IS DUE ON THE LAST DATE
STAMPED BELOW

AN INITIAL FINE OF 25 CENTS

WILL BE ASSESSED FOR FAILURE TO RETURN
THIS BOOK ON THE DATE DUE. THE PENALTY
WILL INCREASE TO 50 CENTS ON THE FOURTH
DAY AND TO \$1.00 ON THE SEVENTH DAY
OVERDUE.

OCT 22 1948

LD 21-100m-12,'43 (8796s)

Gaylord Bros.
Makers
Syracuse, N. Y.
PAT. JAN. 21, 1908

YC 90519

288096

Ammonia

Z 684
AG

UNIVERSITY OF CALIFORNIA LIBRARY

